Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee

Meeting Minutes
(Approved by Committee April 24, 2003)

March 20, 2003

The Access Idaho Steering Committee monthly meeting was held on Thursday, March 20, 2003, from 1:40 to 2:25 p.m., in Conference Room 155 of the LBJ Building, Boise, Idaho.

CALL TO ORDER, WELCOME
Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:
Bill Farnsworth, ITRMC Staff
Susan Simmons, Idaho Transportation Dept.
Jeff Walker, Access Idaho
*Brett Richard, Department of Labor

*Designate

Absent Members:
Chuck Goodenough, Secretary of State's Office
Mark Little, Division of Purchasing
John McAllister, Department of Labor
Rob Spofford, Department of Water Resources

Others Present:
Jon Eckerle, Department of Administration
Emily Gales, ITRMC Staff

MOTION: Walker moved and Simmons seconded a motion to approve the June 20, August 1, September 19, October 24, and December 19, 2002, and the January 23 and February 20, 2003, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

REPORT FROM ACCESS IDAHO
Jeff Walker, Access Idaho, reviewed the Access Idaho **General Manager's (GM) Report**. (Refer to handout: http://www2.state.id.us/itrmc/committees/accessidaho/feb03gmreport.pdf.)

Discussion
Susan Simmons, Idaho Transportation Department (ITD), expressed ITD concerns with **extending credit and the delay of transmission of payment for trucking application subscriptions**. She hoped a more effective way of expediting payment to the ITD could be found.
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Simmons requested a copy of a draft ITD service level agreement (SLA) for county vehicle registration renewals be forwarded to her before being reviewed by the Committee.
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When discussing projects in planning and consideration, Walker advised Access Idaho would hold an organizational meeting with multiple State agencies to discuss requirements for some sort of **"shopping cart" or "State store."** Initially, an application would be built for the Idaho State Bar, but could be utilized by multiple agencies that wish to sell items (e.g. coffee cups, tee shirts) or organize conference/course registrations.
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The Department of Parks and Recreation (IDPR) contacted Access Idaho regarding use of the Portal's instant payment gateway with a partially built IDPR application. IDPR advised April 2003, would be an appropriate timeframe to begin requirements discussions.

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The building of a **Web interactive voice response (IVR) system for the State Tax Commission (STC)**, and of an **Idaho Business Registration Form (IBR) for the STC, Department of Labor, and Idaho Industrial Commission** was discussed briefly.

ACCESS IDAHO FINANCIAL REVIEW

Walker provided a high-level overview of Access Idaho's financial position to date. Beginning at the April 2003, Committee meeting, members would be given a **quarterly financial report** on a regular basis.

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Access Idaho **project prioritization** was briefly talked about.

REVIEW OF SERVICE AGREEMENT

State Insurance Fund Service Agreement

Per Chairman Farnsworth, this Agreement had undergone extensive legal review. The State Insurance Fund (ISIF) initiated the Agreement for a **dedicated developer** because the ISIF received funding from independent sources. With this Agreement, State resources would not be used to build ISIF applications.

ADJOURNMENT

As there was no other business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:25 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, April 17, 2003, from 1:30 - 3:00 p.m. in Conference Room 155, LBJ Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant